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20 December 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
20 December 1974

1. Clerical Recruitment -- Encouraging Sign: Our clerical recruiters are reporting improved turnout of clerical and secretarial applicants in their current early winter travels. The turnout at state employment offices and at secretarial schools shows improvement, as regards availability, in Virginia and West Virginia. A trip to northeastern Pennsylvania was especially productive at Wilkes Barre and Hazleton, but only marginal at Scranton. This is gauged by the numbers turning out and by their level of interest since it is too early to assess on the basis of returned application forms. Our experience generally shows that a good response in early winter means that our spring recruitment visits will be more productive. Also, we are finding that the state employment officials are being more encouraging and cooperative, which reflects current employment market conditions.

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2. Job Hopes Not Bright: [REDACTED]  
25X1A recruiter, in reporting on the Southern College Placement Conference [REDACTED] recruiter) which (also attended by [REDACTED] was held in New Orleans during the first week in December, stated that the mood of the placement officials was noticeably restrained and subdued. He states that the large automotive firms sent fewer representatives to the conference this year. In fact, Chrysler was not even represented, which is in marked contrast to previous years. Many placement offices continue to lose funding support, and the outlook for liberal arts students, in particular, continues to be discouraging. (This was reported previously at an 0830 meeting. Additional information is attached on lack of job opportunities -- [REDACTED] recruiter [REDACTED] report "The Job Gap and Liberal Arts.")

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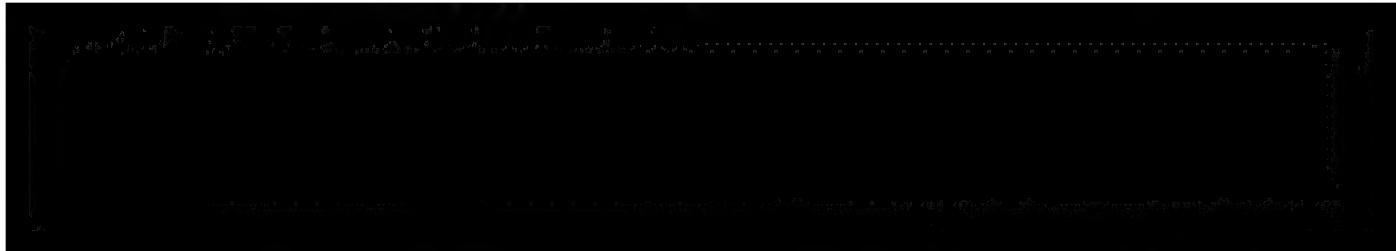
3. Retirement Activity:

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Actual Retirements 7/01/74 - 12/18/74	52	55	107
Signed to Go 12/19/74 - 12/31/74	75	106	181
Others Likely by 12/31/74	6	7	13
Disabilities Pending (not approved)	17	13	30
Requests for Estimates on Hand	1	1	2

4. Promotions: Promotions of careerists in the Personnel Career Sub-Group (GS-08 through GS-15) took place on Thursday, 19 December 1974, at 0945 hours. Forty-seven Headquarters employees were honored at this ceremony. In addition, two overseas officers were recognized.

5. Summer Interns: Applications have been received from 140 candidates for the Summer Intern Program. We continue to receive an average of 10 inquiries a day about the program. The two black candidates who have applied have been accepted.

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7. Conversion of Agency Locator System: Transactions and Records Branch personnel continued work on converting the Agency locator system to the new CEMLOC system this week. As of 17 December 1974, 14 percent of the Agency locator records have been updated in the new system.

8. Rehired Annuitants: This week the Director of Personnel approved the following rehired annuitant case for the Directorate of Administration:

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[REDACTED] -- Office of Medical Services --  
Independent Contractor.

9. Vacancy Notices: We have 15 active vacancy notices in circulation -- 10 professional and five clerical.

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25X1A 10. Regulations: We forwarded to Chief, Regulations Control Staff:

25X1A a. Proposed change to [REDACTED] as approved by the Secretary, CIA Management Committee. The change is designed to clarify the 90% limitation on the salary of annuitants rehired as contract employees.

25X1A b. Revision of [REDACTED] Suggestion and Invention Awards, to incorporate Special Achievement and Exceptional Accomplishment Awards.

c. Revision of [REDACTED] Leave and Other Absence, to incorporate changes in Federal policy on the administration of absence for maternity reasons.

25X1A 11. Orientation: We conducted a one-day orientation session and workshop for OP representatives on the proposed Factor-Benchmark classification system.

25X1A 12. Suggestion Awards Booklet: Printing was completed this week on the booklet "You and Your Suggestion Program." This publication was one of our office objectives for FY 1975 and was designed by the Incentive Awards Branch to encourage individual employees to submit suggestions. Distribution will be made after the holidays and, as part of the Agency's cost and paper saving campaign, we will provide one copy for every two employees.

25X1A 13. Assistance to S&T: The report of the DDS&T Inflation Working Group has been published. [REDACTED] Chief of our Plans Staff, who was a member of the group, received thanks for his participation.

Coming Events

25X1A 1. The annual meeting of GEHA members is scheduled for Friday, 24 January 1975, at 10:00 a.m. We have reserved the Headquarters auditorium and are publishing a Headquarters Notice.



Acting Director of Personnel

Att

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17 December 1974

### The Job Gap and Liberal Arts

The present declining employment market is forcing many educators and Placement officials to seek new evaluations of the courses which they offer. The Liberal Arts Education and its relation to employability is coming under particular scrutiny. This information is being reported from various recruiting sources and is a recurrent theme at Placement and Educational Conferences.

The Liberal Arts curriculum constitutes the backbone of America's educational tradition. Some of our oldest and finest colleges dedicated themselves to the development of adults capable of thinking, writing, and acting well. This heritage, however, had its roots deeply embedded in a European University system which was designed to meet the needs of a leisure class within a particular political or social setting. It is now being recognized that the failure of the Liberal Arts community to realize that it is becoming increasingly impossible for many students to postpone the question of exactly what they are going to do with such an education for career purposes.

During the last decade, many Liberal Arts graduates could afford not to think about the status of the job market. Those who decided to enter the real world were busily swallowed up by recruiters in search of surplus talent, and for those who would postpone career decision making, seek to upgrade their credentials, or join the academic ranks, there was always the secure confines of graduate school.

As early as 1970, the efficacy of the laws of supply and demand began turning liberal arts graduates toward other professional routes. The absence of strict curriculum pre-requisites coupled with their own growing social consciousness led many students to seek admission to law schools. Consequently, applications and enrollments began to soar. At best the law profession has reached a saturation point; at worst, last year's 10,000 law graduates were already too much for the profession to handle. In some instances, it would seem that law schools have the dubious distinction of replacing graduate schools as a haven for the uncommitted.

Caught between an unaccommodating job market which encourages specialization, and the contraction of those post-graduate channels which have traditionally provided access to it, the liberal arts graduate is likely to be faced with perilous prospects of employment upgrading.

The over abundance of college graduates, which may well peak in the spring of 1975, will naturally lead many employers to boost the educational pre-requisites of some positions which heretofore have not required a college degree. If this is done without sufficient deliberation, the consequences could be exceedingly harmful. While the degree earner may be immediately gratified by an offer, in the long run he is likely to be dissatisfied. The under utilization of his abilities, a lower salary and responsibility level will encourage work dissatisfaction and employment defection.

In viewing the present trend, one Placement veteran, Mr. James Galloway President, Mid-West College Placement Association, was quoted as saying:

"The job market keeps tightening due to inflation, the energy crisis, stock market decline, decreased birth rates, and we find ourselves in a critical job-manpower period. As the colleges keep producing graduates, the competition in the market place becomes tighter and tighter."

Whether the colleges and universities will reconstruct their curriculums according to the whims of the economy remains to be seen, but it is apparent that the educators are paying closer attention to their Placement and counseling officials in their search for alternatives.



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Recruitment Division

FOOTNOTES

1. The University of Pennsylvania Committee on Undergraduate Education Report. Various papers and studies presented at the Mid-Atlantic Placement Conference, September 1974.
2. Helen S. Astin and Ann S. Bisconti, Career Plans of College Graduates of 1965 and 1970, College Placement Council Foundation.
3. Discussion with Mr. James Galloway, President, Mid-West College Placement Association.